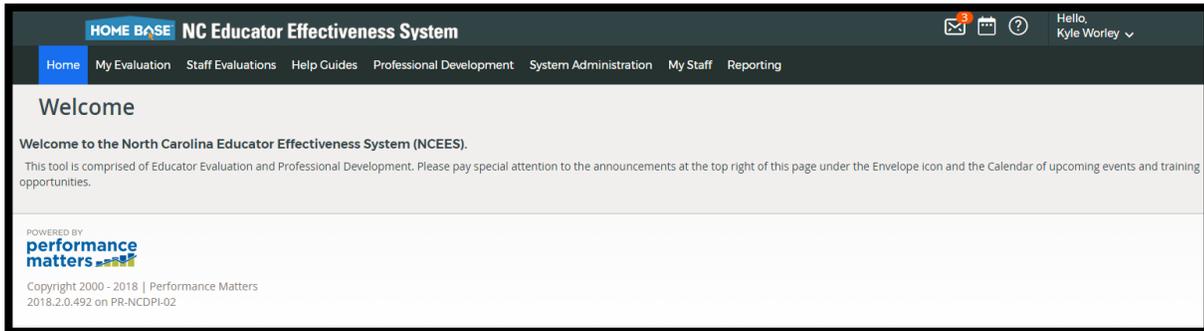# SELF ASSESSMENT

Primary Audience: Teacher

Purpose of Document: This guide outlines the steps for the Teacher to complete the Self-Assessment
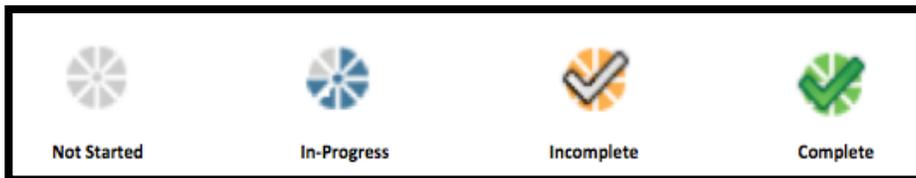
1. Click on the **My Evaluation** tab

2. Click on the **Professional Development Plan- Start Plan.**

The following status icons can be found throughout the evaluation plan in the system. Keep these in mind when completing the activities within the containers.
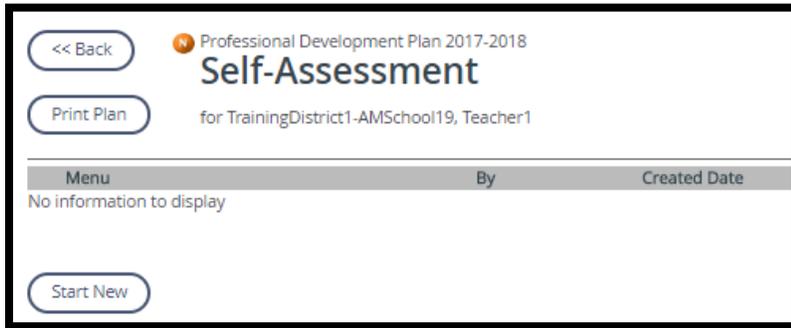

Activity 1: Self-Assessment

Self-Assessment needs to be completed and locked before the **PDP Initial Review** will open.
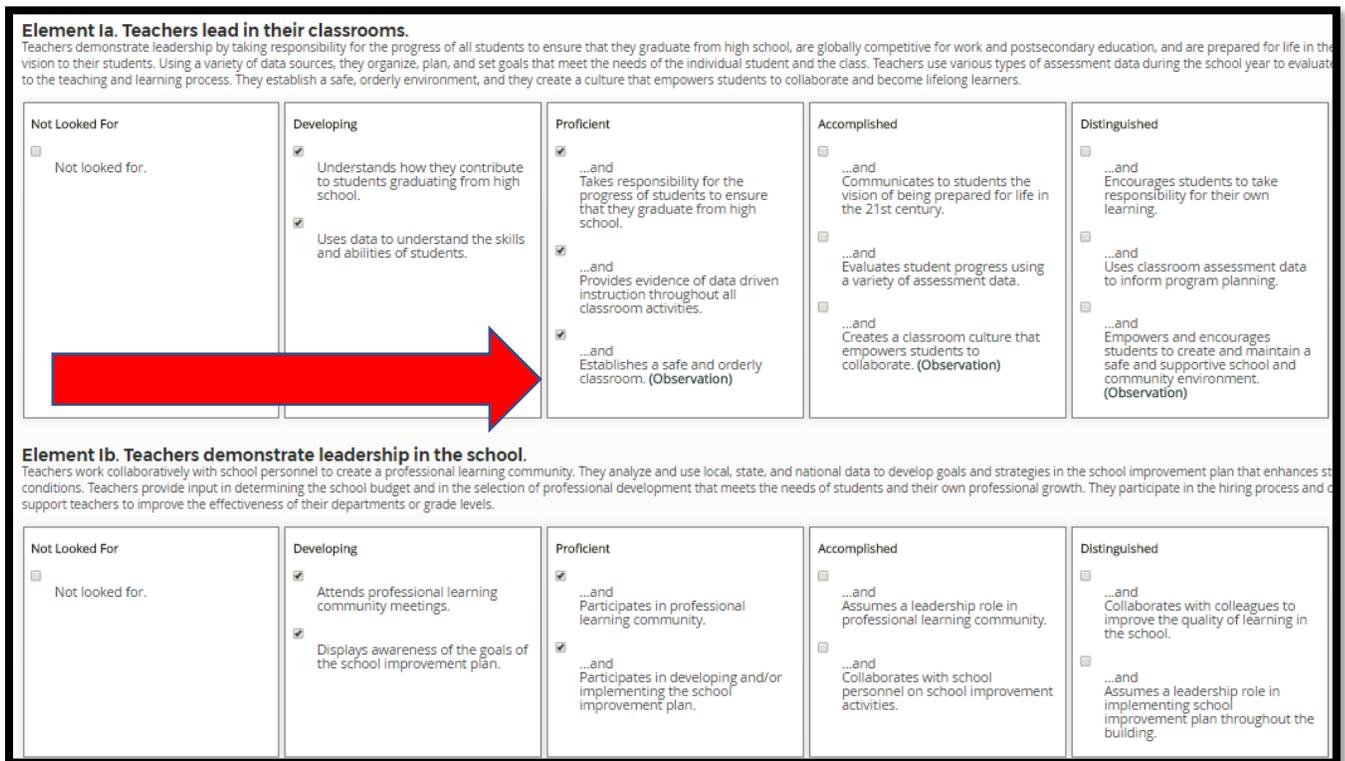
1. Click **Self-Assessment**

1. Click on **Start New**

2. Go through rubric and **Click** on which indicators you are demonstrating for each Standard. Clicking left to right.

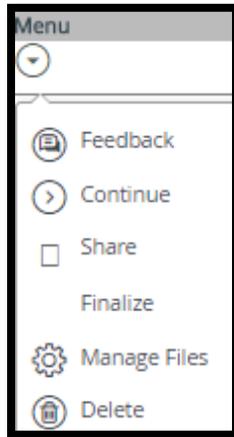3. When you have marked all indicators Click **Save**

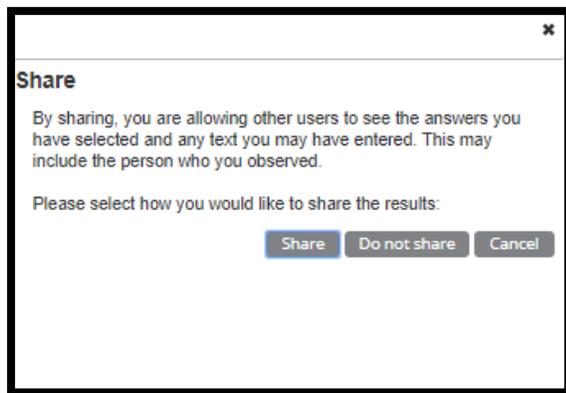## *Activity 2: Share Self-Assessment* (optional)

1. Click on **Menu**

2. Click on **Share**

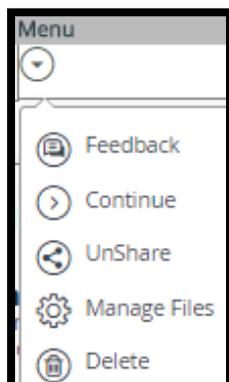3. Click **Share**

4. Self-Assessment has been **Shared**

Activity 3: Continue/ Finalize Self-Assessment

1. Click on **Menu**

2. Click on **Continue**
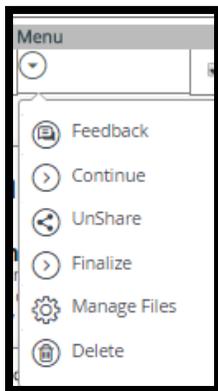
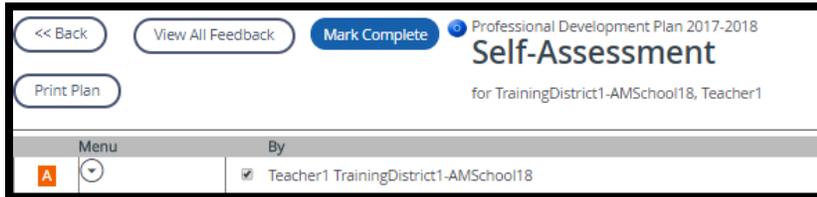3. Go through rubric and make sure each indicator has at least one check.

Element Ia. Teachers lead in their classrooms.
Teachers demonstrate leadership by taking responsibility for the progress of all students to ensure that they graduate from high school, are globally competitive for work and postsecondary education, and are prepared for life in the 21st century. Teachers commu... vision to their students. Using a variety of data sources, they organize, plan, and set goals that meet the needs of the individual student and the class. Teachers use various types of assessment data during the school year to evaluate student progress and to make... to the teaching and learning process. They establish a safe, orderly environment, and they create a culture that empowers students to collaborate and become lifelong learners.

Not Looked For	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
☐ Not looked for.	☑ Understands how they contribute to students graduating from high school. ☑ Uses data to understand the skills and abilities of students.	☑ ...and Takes responsibility for the progress of students to ensure that they graduate from high school. ☑ ...and Provides evidence of data driven instruction throughout all classroom activities. ☑ ...and Establishes a safe and orderly classroom. **(Observation)**	☐ ...and Communicates to students the vision of being prepared for life in the 21st century. ☐ ...and Evaluates student progress using a variety of assessment data. ☐ ...and Creates a classroom culture that empowers students to collaborate. **(Observation)**	☐ ...and Encourages students to take responsibility for their own learning. ☐ ...and Uses classroom assessment data to inform program planning. ☐ ...and Empowers and encourages students to create and maintain a safe and supportive school and community environment. **(Observation)**	☐ Not demonstrated.

Element Ib. Teachers demonstrate leadership in the school.
Teachers work collaboratively with school personnel to create a professional learning community. They analyze and use local, state, and national data to develop goals and strategies in the school improvement plan that enhances student learning and teacher wo... conditions. Teachers provide input in determining the school budget and in the selection of professional development that meets the needs of students and their own professional growth. They participate in the hiring process and collaborate with their colleagues... support teachers to improve the effectiveness of their departments or grade levels.

Not Looked For	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
☐ Not looked for.	☑ Attends professional learning community meetings. ☑ Displays awareness of the goals of the school improvement plan.	☑ ...and Participates in professional learning community. ☑ ...and Participates in developing and/or implementing the school improvement plan.	☐ ...and Assumes a leadership role in professional learning community. ☐ ...and Collaborates with school personnel on school improvement activities.	☐ ...and Collaborates with colleagues to improve the quality of learning in the school. ☐ ...and Assumes a leadership role in implementing school improvement plan throughout the building.	☐ Not demonstrated.

4. Once each indicator has at least one check you will have the option to Finalize the Self-Assessment. Click **Finalize**

Menu
- ⊡ Feedback
- ⟩ Continue
- ◁ UnShare
- ⟩ Finalize
- ⚙ Manage Files
- 🗑 Delete

5. Click **Mark Complete**

<< Back | View All Feedback | **Mark Complete** | Professional Development Plan 2017-2018
Self-Assessment
Print Plan | for TrainingDistrict1-AMSchool18, Teacher1

Menu	By
A ⊙	☑ Teacher1 TrainingDistrict1-AMSchool18

6. **Self-Assessment** is completed

Self-Assessment ✱
Last Status Update - 06/27/2018 @ 10:46 AM

7. Once you have a green check you are now able to open and start the **PDP Initial Review**

PDP Initial Review